

## New Attorney Inbox Procedures

Effective Wednesday, July 27, the Bankruptcy Court is implementing new procedures for submitting documents through the inbox.

**The new process** includes the following procedural changes:

1. When a filer needs to submit a filing for which there is no standard CM docketing event, the filer calls the clerk's office and asks permission to use the inbox.
2. The deputy clerk who answers the call will instruct the filer to send the document to her using the inbox program.
3. The filer logs in to CM/ECF/Post Petition Events/Inbox.
4. Click *Go to Inbox* to submit the request.
5. Complete the information on the screen as shown below:
  - a. Browse for the PDF file.
  - b. Enter the docket entry number to which the PDF file refers or enter n/a if not applicable.
  - c. Describe the docket entry. Note: Use only periods and commas. Using other punctuation might cause the document to be rejected by CM/ECF.
  - d. Provide the name and telephone number of the contact person to notify if any problem occurs with the filing.
  - e. Select the name of the deputy clerk who authorized use of the inbox from the drop-down list. Note: The drop-down list includes the first name and office location of the court's deputy clerks.

### LIVE DATABASE

**United States Bankruptcy Court  
District of Minnesota**  
Case: **05-29999** Debtor: (Chapter: 11)

**USE ONLY PERIODS AND COMMAS AS PUNCTUATION. ONLY ALPHABETIC AND NUMERIC CHARACTERS ARE ALLOWED.**

PDF File	<input type="text"/> <input type="button" value="Browse..."/>
Docket Entry Number That this Refers to	<input type="text"/>
Docket Entry Description (e.g., motion to compel payment) Use only periods and commas as punctuation.	<input style="width: 100%; height: 40px;" type="text"/>
Name and telephone, including area code of person to be contacted re: problems with the electronic filing of this document	Name <input style="width: 80%;" type="text"/> Telephone Number <input style="width: 80%;" type="text"/>
Select Name of court employee authorizing use of the Inbox Note: this document will not be filed if a court employee has not been contacted.	<div style="border: 1px solid black; padding: 2px;"> <input style="width: 100%; height: 20px;" type="text"/> <ul style="list-style-type: none"> <li>AnitaL St Paul</li> <li>AnitaM Duluth</li> <li>Barbie St Paul</li> <li>Bethany St Paul</li> <li>Carrie Minneapolis</li> <li>Cathy Minneapolis</li> </ul> </div>

6. Click *Submit*.
7. The filer will receive a Notice of Electronic Filing (NEF) indicating that the document will be processed in the ordinary course of court business and should appear on the case docket within 2 business days of the filing. Service through the electronic case filing system will not take place until the document is processed. If the document must be served within that 48-hour period, it should be served by traditional means and a proof of service should be filed with the court after the document appears on the docket.



**United States Bankruptcy Court  
District of Minnesota**



Notice of Electronic Filing (NEF)  
to Docket Document

**LIVE DATABASE**

This document will be processed in the ordinary course of court business and should appear on the case docket within two (2) business days of the filing.

Service through the electronic case filing system will not take place until the document is processed.

If your document must be served within that 48 hour period, serve it by traditional means and file proof of service with the court after your document appears on the docket.

The document submitted to case **05-29999** was filed as of: Tue Jul 19 14:15:25 2011.  
(Attention: Margaret\_Minneapolis)

**Note to Trustees:**

When submitting notices to the inbox, please select:

Chris in Minneapolis for Minneapolis notices  
Sandy in St. Paul for St. Paul and Fergus Falls notices  
Anita or Sherri or Debi in Duluth for Duluth notices